**2022 RFQs**

**Questions & Answers**

Q: Is professional liability insurance and worker’s comp insurance in the stated amounts required?
A: Evidence of professional liability insurance in the amount of $1 million each occurrence/$1 million aggregate (naming the Agency as an additional insured), and worker’s comp insurance in amounts required by applicable law is required, as applicable given the services to be provided.

Q: Could certificate of insurance be provided after the contract is awarded, within 72hrs.?
A: The potential vendor must show evidence of insurance at the time of the RFQ response submittal including but not limited to: $1M per occurrence, $1M aggregate, and a worker’s compensation policy.

Q: Is a Dun and Bradstreet number required?
A: If the consultant has a Dun and Bradstreet number, it should be provided.

Q: Are all consultants to be onsite or could work remote?
A: The Agency’s preference is that the consultants work remotely.

Q: Is it mandatory for all consultants to be located within the United States? Or they could be working from offshore office outside the USA?
A: As our mission is to promote jobs in Nassau County, all things being equal, the Agency would rate a Nassau County company higher than a company located anywhere else.

Q: Do we need to include money for travel, lodging etc. into the billing rate?
A: These expenses are not anticipated by the Agency to conduct the services needed by the vendor or consultant.

Q: Do you prefer selecting one vendor or multiple vendors for all the services listed?
A: The Agency prefers that we have one vendor to do all specified work. However, the Agency reserves the right to split up the services if needed.
Q: Is there any preference for locally formed small business owners and startups?
A: Yes, all things being equal, vendors, Companies or consultants will receive preference if they are located in Nassau County, NY.

Q: Could the submission be made online or via email?
A: No. All submissions must be received by mail via certified mail, registered mail or hand delivered by 4:30 PM on July 11, 2022.

Q: What type of signature is required? Ink or digital signature?
A: The Agency uses and accepts both digital and wet signatures.

Q: Are attachments included within the stated page limits?
A: Yes.

Q: To whom should correspondence and submissions be delivered?
A: Pursuant to the Request for Qualifications document, to:
Nassau County Industrial Development Agency
One West Street
Mineola, NY 11501
Attn: Executive Director/Administrative Director

Q: Regarding the stenography services, is this for an in-person stenographer or transcribing from audios?
This is for an in-person stenographer, and under specific circumstances, also transcribing from audio.